



## CALIFORNIA ENERGY COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA ENERGY COMMISSION	<b>RELEASE DATE:</b>	Wednesday, May 5, 2010
<b>POSITION TITLE:</b>	Deputy Director, Administrative and Financial Management Services	<b>FINAL FILING DATE:</b>	Wednesday, May 26, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	03252010_2

### POSITION DESCRIPTION

Under the general direction of the Executive Director, the Deputy Director plans, organizes, directs and acts as the chief policy maker for financial management, budgets, accounting, contracts, grants and loan process, human resources, library services, information technology (IT), and business services. As a member of the Executive Management Team, the incumbent acts as a key policy maker and provides direct oversight of all Energy Commission financial management operations including the New Solar Homes Partnership (NSHP) and the American Reinvestment and Recovery Act (ARRA) and other Energy Commission programs. This incumbent is accountable for formulating, developing and implementing policies and procedures to ensure the Energy Commission's fiscal accountability and transparency pursuant to all state and federal mandates.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors

and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Significant experience in planning, organizing, directing, and controlling administrative functions including personnel, fiscal management, (Budgeting, accounting, auditing), data processing, business services, employee relations, training, safety, library and line programs.
2. Knowledge and experience with the New Solar Homes Partnership Program and the American Reinvestment and Recovery Act (ARRA).
3. Ability to advise and recommend departmental policy to the Directorate on complex and sensitive issues of significant program and administrative policies and procedures.
4. Ability to act as liaison with top level managers, private and public sector representatives, the Legislature, Governor's Office, and state, federal and local government agencies.
5. Excellent oral and written communication skills.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administrative and Financial Management Services**, with the **CALIFORNIA ENERGY COMMISSION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of a State application, Statement of Qualifications and an Interview. Applicants will be screened to the interview based on the minimum and desirable qualifications, as well as the Statement of Qualifications. Interviews may be conducted with the most qualified applicants. Qualified applicants will be ranked competitively and notified of their results. The results of this examination will be used solely to fill this position of Deputy Director, Administrative Services Division.

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA ENERGY COMMISSION, Selection, Training and EEO Office  
1516 Ninth Street, MS-52, Sacramento, CA 95814  
Lourdes Quiroz | 916 654-5146 | lquiroz@energy.state.ca.us

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA ENERGY COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>